



Facility Management

PAGE NUMBER: 1 OF 1

DATE: 05-01-96

POLICY NUMBER:04-90

SUBJECT: OUTSIDE PEOPLE DOING BUSINESS WITH STATE EMPLOYEES

POLICY STATEMENT

Under most circumstances, all salespeople should contact the employees when they are off duty.

Exception: When a group of employees are to be contacted by a salesperson for a purpose that benefits a number of employees, the institutions or agency may assign a room or area and the time of the meeting. (The time should be during the employee's break or when they are off duty.) Said exception will only be allowed upon a directive from the Director of the Office of Management and Budget.

